



November 21, 2019

Meeting Minutes

CALL TO ORDER– Chair Dennis Fagan called the meeting to order at 9:00 AM in the STC conference room.

ATTENDANCE

Chemung County – Nicolette Wagoner; David Manchester; Tom Sweet; Michael Collins; Tom Tranter

Schuyler County – Kristin VanHorn; Dennis Fagan; Phil Barnes; Tim O’Hearn; Jim Ryan

Steuben County – Jack Wheeler; Heather Reynolds; Jenn Miller; Scott VanEtten; Jamie Johnson; Bob Nichols; Amy Dlugos

STC Staff – Chelsea Robertson; Victoria Ehlen; Janet Thigpen; Maggie Costello; Brittany McKerlie; Courtney Cornell; Yvonne Terwilliger

Guests from Southern Tier 8– Jen Gregory; Jeff Smith; Thomas Kowalik

APPROVAL OF THE MINUTES – On a motion duly made (Tranter/Barnes) and carried, the minutes of the September 26, 2019 meeting were approved.

COMMITTEE REPORTS

BUDGET AND PERSONNEL COMMITTEE

- a) **2020 Cost Allocation Plan** – Brittany and Chelsea reviewed the cost allocation plan for 2020 which amounts to an overall indirect cost rate of 29.75%. This is a slight increase from this year’s 28.38%. The major reason for the increase is due to the need for a new server and website. On a motion duly made (Wheeler/O’Hearn) and carried, the 2020 Cost Allocation Plan was approved.
- b) **2020 STC Budget** – The Budget and Personnel Committee recommended approval of the proposed STC 2020 Budget totaling \$959,007.00 (see attached). We have a projected increase in the fund balance of \$1,116.00 and the 2020 budget shows an increase of \$14,000 in expenses and revenue. On a motion duly made (O’Hearn/Johnson) and carried, the 2020 budget was approved.

ORIGINATING SOURCE OF FUNDING	CONTRACTING AGENCY	STC PROJECT NAME	PROGRAM TYPE	2018 Projected to Year-End		2019 Proposed Budget	
				AMOUNT	SOURCE TOTAL	AMOUNT	SOURCE TOTAL
FEDERAL							
Appalachian Regional Commission	Directly with STC	LDD	LDD - Administration	\$ 100,000		\$ 100,000	
*	*	ARCTA	Local Assistance	\$ 121,000		\$ 121,000	
*	*	TECH	Computer & Mapping Assist	\$ 68,000		\$ 68,000	
*	*	I-86 (Waterway)	Economic Development/WQ	\$ 40,000		\$ 40,000	
Economic Development Administration	*	EDA	Economic Development	\$ 71,341		\$ 72,500	
Environmental Protection Agency	NYS-DEC	604(b)	Water Quality	\$ 72,454	\$ 472,795	\$ 73,000	\$ 474,500
STATE							
NYSERDA	Painted Post/Riverside	NYSERDA-PPR	Energy	\$ 31,508		\$ -	
Environmental Protection Agency	NYS-DEC	LWRP HP	Flood Mitigation - Historic	\$ -		\$ 7,500	
ESD	Directly with STC	I-86 (Waterway)	Economic Development/WQ	\$ -		\$ 76,250	
					\$ 31,508		\$ 83,750
COUNTY							
Chemung County		Grant matches for	Administration and all of	\$ 85,000		\$ 85,000	
Schuylers County		ARC & Staff	above	\$ 35,000		\$ 35,000	
Steuben County		Salaries		\$ 85,000	\$ 205,000	\$ 85,000	\$ 205,000
LOCAL CONTRACTS							
Village of Hammondsport	"	TECH	Computer Assistance	\$ 2,284		\$ 2,284	
Hutchison & Maio	"	TECH	Computer Assistance	\$ 2,174		\$ 4,074	
Village of Painted Post	"	TECH	Computer Assistance	\$ 2,905		\$ 2,905	
Town of Prattsburgh	"	TECH	Computer Assistance	\$ 3,958		\$ 3,958	
Village of Watkins Glen	*	TECH	Computer Assistance	\$ 5,667		\$ 5,667	
Town of Hector	*	TECH	Computer Assistance	\$ 2,112		\$ 2,112	
Chemung County	*	GIS Chemung	GIS Support	\$ 76,000		\$ 70,000	
Chemung County	*	Chemung 911	GIS Support	\$ 1,750		\$ 2,500	
City of Elmira	"	GIS Elmira	GIS Support	\$ 906		\$ -	
Environmental Emergency Services	*	EES Tech	Environmental	\$ 5,000		\$ 5,000	
Village of Addison	"	PA Addison	Local Assistance	\$ 7,523		\$ 5,900	
Town of Caton	"	PA Caton	Local Assistance	\$ 4,700		\$ 4,850	
Town of Corning	"	PA Corning	Local Assistance	\$ 15,100		\$ 16,000	
Village of Painted Post	*	PA Painted Post	Local Assistance	\$ 5,012		\$ 5,150	
Village of Riverside	*	PA Riverside	Local Assistance	\$ 900		\$ 1,000	
Town of Big Flats	*	PA Big Flats	Local Assistance	\$ 5,040		\$ -	
The Nature Conservancy	*	TNC	Economic Development/WQ	\$ 27,324		\$ 29,780	
Town of Hector	*	PA Hector	Local Assistance	\$ 10,000		\$ -	
ASFPM	*	ASFPM	Flood Mitigation Support	\$ 1,498		\$ -	
I-86 Waterway	"	I-86 (Waterway)	Local Assistance	\$ 5,000		\$ 10,000	
Southern Tier Network	"	STN	Economic Development	\$ 6,000		\$ 6,000	
Chemung & Steuben County	"	Risk MAP	Flood Mitigation	\$ 1,285	\$ 192,138	\$ 6,000	\$ 183,180
NON-CONTRACT INCOME							
Attendees		ANDIN	Annual Dinner	\$ 1,868		\$ 2,200	
Sponsors, Participants & Advertisers		GA Conf.	Leadership Training	\$ 35,754		\$ 33,500	
Chemung Travel		Chem Travel	Travel Reimbursement	\$ 650	\$ 38,272	\$ 650	\$ 36,350
SUB TOTAL					\$ 939,713		\$ 982,780

O:\2019 Budget Wksts - Not Linked\Consolidated Budget.xlsx

	2018 Budget As Approved	2018 Year End as Projected	2019 Budget Proposed
INCOME			
Federal Grant Amount	513,300	472,795	474,500
State Grant Amount	91,523	31,508	83,750
Private Grant	-	-	-
Other Grants - TBD	-	-	-
Local Share-County	205,000	205,000	205,000
Contracts	210,097	190,319	175,680
Other	37,150	40,092	43,850
TOTAL INCOME	1,057,070	939,713	982,780
EXPENSES			
Direct			
Total Direct Salaries Expense	474,828	426,354	421,853
Indirect			
Total Indirect Salaries Expense	105,938	114,198	118,368
TOTAL SALARIES EXPENSE	580,765	540,552	540,222
OPERATING EXPENSES			
Consultants (Direct)	350	230	350
Consultants (Indirect)	-	550	-
Contractual (Direct)	71,200	31,400	48,700
Contractual (Indirect)	16,167	9,000	21,755
Conference Registration (Direct)	2,000	4,150	3,580
Conference Registration (Indirect)	-	45	-
Travel Mileage (Direct)	3,025	3,200	3,675
Travel Mileage (Indirect)	600	100	-
Per Diem (Direct)	6,498	7,500	9,958
Per Diem (Indirect)	-	-	-
Rental - Office Space (Direct)	-	2,000	2,000
Rental - Office Space (Indirect)	43,322	40,000	39,900
Rental Equipment (Direct)	-	175	150
Rental Equipment (Indirect)	3,969	3,300	3,770
Office Equipment (Direct)	1,000	100	100
Office Equipment (Indirect)	11,500	5,700	6,750
Consumables (Direct)	3,148	4,000	2,778
Consumables (Indirect)	5,726	4,200	4,700
Dues & Subscriptions (Direct)	1,850	500	2,000
Dues & Subscriptions (Indirect)	4,220	4,000	4,220
Postage (Direct)	-	50	75
Postage (Indirect)	1,042	1,200	1,642
Printing (Direct)	1,300	200	-
Printing (Indirect)	-	-	-
Prop. Liability & D&O/EPL Ins (D)	-	160	-
Prop. Liability & D&O/EPL Ins (I)	3,261	3,000	3,214
Software Licenses & Maint. (Dir.)	2,035	1,800	1,885
Software Licenses & Maint. (Ind.)	4,287	4,022	4,287
Telephone & Internet (Direct)	-	700	350
Telephone & Internet (Indirect)	4,080	4,080	4,080
Fringe Benefits (Direct)	231,485	202,000	201,158
Fringe Benefits (Indirect)	45,534	60,000	69,847
Miscellaneous (Direct)	60	35	60
Miscellaneous (Indirect)	600	-	-
TOTAL NON-SALARY EXPENSES	468,259	397,397	440,986
TOTAL EXPENSES	1,049,024	937,949	981,208
NET (before ACA's AJE)	8,046	1,764	1,572
Accrued Comp. Absences AJE	-	-	-
NET (after ACA's AJE)	8,046	1,764	1,572
Beginning Fund Balance	422,814	422,814	424,578
Ending Fund Balance	430,860	424,578	426,150
Change in Fund Balance	8,046	1,764	1,572

FUND BALANCE HISTORY
STCRPDB

YEAR	NET	UNRESTRICTED FUND BALANCE	RESTRICTED FUND BALANCE	TOTAL FUND BALANCE
2004 Audited	\$ -	\$ 88,310		
2005 Audited	22,995 From Operations (29,422) Write Off A/R's		81,883	
2006 Audited	5,553 From Operations	87,436		
2007 Audited	28,978 From Operations	116,414		
2008 Audited	53,748 From Operations	170,161		
2009 Audited	(12,336) From Operations	157,825		
2010 Audited	37,446 From Operations	195,271		
2011 Audited	37,183 From Operations	232,454		
2012 Audited	55,707 From Operations	288,161		
2013 Audited	(36,245) From Operations	251,916		
2014 Audited	23,827 From Operations 20,000 From Marcia's 2013 Grant	275,743	20,000	295,743
2015 Audited	34,765 From Operations	330,508		330,508
2016 Audited	\$ 58,601 From Operations	\$ 389,109		\$ 389,109
2017 Audited	\$ 24,132 From Operations	\$ 413,241		\$ 413,241
2018 Estimated	\$ 1,764 From Operations	\$ 415,005		\$ 415,005
2019 Estimated	\$ 1,572 From Operations	\$ 416,577		\$ 416,577

AUDIT COMMITTEE

- a) **Abstract of Claims** – The audit committee reviewed abstracts totaling \$11,836.24. On a motion duly made (Tranter/ O’Hearn) and carried, the abstracts were approved.

REGIONAL PROGRAM ACTIVITIES

- 1. Board Appointment Updates** – Chelsea said that there will be some changes in board positions from all three counties. In January we will hand out and discuss a list of committee appointments and opportunities. If anyone is interested in being on a particular committee please let Chelsea know. At our Annual Meeting in February we will approve those committee appointments. On another note, after 16 years on the Board, Dennis Fagan will be stepping down at the end of this year. He was thanked for his leadership as Chairman of the Board this past year and for his many years of insightful service and dedication to the Southern Tier Central Regional Planning and Development Board.
- 2. ARC funded Clean Energy Cluster Program** – Jen Gregory, from Southern Tier 8, spoke with the Board about bringing funding across the boundaries of Southern Tier 8 into Southern Tier Central. Southern Tier 8 is looking to secure \$65,000 in ARC funding to work with the Tier Energy Network to complete an assessment that will benefit the community and partner organizations such as IDAs, Chambers of Commerce, planners, schools, incubators and industry in the region.
- 3. Intergovernmental Review** – Janet Thigpen

1919 EPA Mandatory Grant Programs

Project Applicant: NYS Department of Environmental Conservation

Description: 6 different proposals, all from the NYSDEC Division of Air, that include: monitoring emissions, monitoring equipment and publishing a magazine for youth education on air pollution and air quality.

Federal Agency: EPA

Cost: Federal: \$327,106.00 Applicant: \$0.00 Total: \$327,106.00

On a motion duly made (Johnson/VanEtten) and carried, the intergovernmental review was approved.

OTHER BUSINESS

- 1. 2020 Calendar** – Calendars with the 2020 STC Board meeting dates were given out.
- 2. Next Board Meeting** – The next meeting will be on January 16, 2020.

ADJOURN – on a motion duly made (Wheeler/VanEtten) and carried, the meeting adjourned at 9:27 AM.

Respectfully submitted,
Yvonne Terwilliger
Executive Assistant